

APPROVED

February 17, 2004

Michigan State Administrative Board

Lansing, Michigan

February 3, 2004

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, February 3, 2004, at 11:00 a.m.

Present: Kelly Keenan, Chief Counsel, representing Jennifer M. Granholm,
Governor, Chairperson
Dennis Fox, Conservation Policy, representing John Cherry, Lt. Governor
Patrick F. Isom, Assistant Attorney General, representing Mike Cox,
Attorney General
Mary G. MacDowell, Director of the Financial Services Bureau,
representing Jay B. Rising, State Treasurer
Joe Pavona, Director of Administrative Services, representing Terri Lynn
Land, Secretary of State
Elaine M. Mills, Assistant Superintendent for Educational Support,
representing Thomas D. Watkins, Superintendent of Public Instruction
Leon Hank, Chief Administrative Officer, representing Gloria Jeff,
Director, Department of Transportation
Sherry Bond, Secretary

Others Present:

Kim Landhuis, Department of Attorney General; Kristi Broessel, Department of Community Health; Scott Ross, Department of Environmental Quality; Paneque, Executive Office; Nancy Robertson, Department of History, Arts, and Libraries; Wes VanMalsen, Department of Labor & Economic Growth; Sean Carlson, Janet Rouse, Jeff White, Department of Management and Budget; Randy Knapp, Pam Lavender, Department of Transportation; Chris Harkins, Senate Majority Policy Office; Allan Falk, Allan Falk, P.C.; Lynda Clute, Kenneth G. Fasse, Jane Foust, Binson's Hospital Supplies, Incorporated; Elise Lancaster, Kristine Tuma, Len Wolfe, Dykema Gossett; Chris Shaya, Fawzi Shaya, Mary Najor Shaya, J & B Medical Corporation; John H. Dahlerup, John H. Dahlerup & Associates/PBE; Richard McDonnell, MCAN

1. CALL TO ORDER:

Mr. Keenan called the meeting to order and led the Pledge of Allegiance to the Flag.

2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Mr. Pavona moved the minutes of the State Administrative Board for the regular meeting of January 20, 2004 be approved as distributed. Mr. Fox supported the motion, and it was unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD

Mr. Wolfe spoke on behalf of Binson's Medical Supplies, Incorporated.

Mr. Falk spoke on behalf of J & B Medical Corporation.

4. COMMUNICATIONS:

NONE

5. UNFINISHED BUSINESS:

NONE

6. NEW BUSINESS:

Certified Retention and Disposal Schedule(s)

CITY OF KALAMAZOO, City Clerk, 1/16/2004

KENT COUNTY, John Ball Zoological Garden, 1/13/2004

Retention and Disposal Schedule(s)

DEPARTMENT OF ATTORNEY GENERAL, Insurance and Banking Division,
12/23/2003

DEPARTMENT OF CONSUMER & INDUSTRY SERVICES, Bureau of
Construction Codes, 8/27/2003

DEPARTMENT OF CORRECTIONS, Bureau of Health Care Services, 1/6/2004

DEPARTMENT OF STATE, Customer Service Administration, 11/20/2003

FAMILY INDEPENDENCE AGENCY, Michigan Commission on Disability
Concerns, 10/15/2003

Mr. Hank moved the State Administrative Board approve the Certified Retention and Disposal Schedules and the Retention and Disposal Schedules. The motion was supported by Mr. Pavona and unanimously adopted.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:
(Please see the following pages)

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Ms. MacDowell presented the Finance and Claims Committee Reports for the regular meeting of January 27, 2004 and the special meeting of February 3, 2004. After review of the forgoing Finance and Claims Committee Reports, Ms. MacDowell moved that the Finance and Claims Committee Reports covering the regular meeting held January 27, 2004 and the special meeting of February 3, 2004 be approved and adopted. The motion was supported by Mr. Fox and unanimously approved.

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Ms. MacDowell presented the Building Committee Report for the meeting of January 28, 2004. After review of the forgoing Building Committee Report, Ms. MacDowell moved that the Building Committee Report covering the meeting held January 28, 2004 be approved and adopted. The motion was supported by Mr. Fox and unanimously approved.

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Mr. Pavona presented the Transportation and Natural Resources Committee Report for the meeting of January 28, 2004. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. Pavona moved that the Transportation and Natural Resources Committee Report covering the meeting held January 28, 2004, with the additional withdrawal of Items 154 and 155 at the State Administrative Board meeting of February 3, 2004 be approved and adopted. The motion was supported by Mr. Fox and unanimously approved.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Mr. Pavona moved to adjourn the meeting. The motion was supported by Ms. MacDowell and unanimously approved. Mr. Keenan adjourned the meeting.

SECRETARY

CHAIRPERSON